

ALLIANCE COLLEGE ALUMNI ASSOCIATION (ACAA)

Board of Officers Meeting July 17, 2023

Officers in Attendance:

Michael Anderson (1978), ACAA President; Ed Mohylowski (1976), ACAA Treasurer; Susia (Burgess) Styborski (1983), ACAA Secretary; Sally (Domzalski) Day (1985), ACAA Assistant Treasurer and Foundation Secretary; Lori Neese Kolin (1987), ACAA Director; Marcia Pilkiewicz (1975), ACAA Director and Membership Chair; Aundrea Cika-Heschmeyer (1985), ACAA Director; Louis Sitnik, (1986), ACAA Director; Randy Polovick (1981), ACAA Director; Les Rachocki (1967), Foundation Treasurer.

Guests: Kathy Polanski Noce, Partnership Erie; Sam Andrew, Partnership Erie

Absent: Richard Day (1985), Chair of Alliance College Alumni Association Foundation; Celeste "Mickie" Mickiewicz (1967), ACAA Officer Ex-Officio; James Koscielniak (1981), ACAA Vice President.

The meeting was called to order at 7:03 pm by Michael Anderson, President. President Anderson welcomed all in attendance and welcomed our guests from Partnership Erie. This meeting was called for two purposes and therefore the regular agenda order was dismissed.

Website Enhancements

A list of discussion points regarding the website was emailed to the group ahead of the meeting. The group worked through that list of discussion points at the meeting. Sam Andrew provided a look at the proposed website and demonstrated registration "as a new member". Major discussion points and decisions made at the meeting are noted in red.

- Randy Polovick, Sally Day, and Mike Anderson have been having ongoing communications and working through transition issues with Partnership Erie. As a reminder, Kathy Polanski Noce, AC alum is our contact person and she has a graduate student, Sam Andrew, working on our project.
- We have no ability to update our current website, nor access to the domain name since the website administrator Chet Fedorowicz passed away. **Les reported he has been in contact with a member of Chet's family and as the family goes through Chet's personal belongings, they will contact Les if they come upon any ACAA website information. Nonetheless moving forward with the website upgrade remains a top priority for the Board.**
- Sam Andrew has figured out a way to capture the images and information on the current website. **You can browse the site still in development at: <https://alliance.drnoce.biz/>.**
- In addition to the current functionality we have had, the new site is equipped with the following improvements that we have asked for:
 - Stronger security.
 - Ability for alumni to register with the site.
 - Sort and download functionality for alumni directory. **This will only be an on-line document. Marcia as Membership Chair has access to and may print the directory out or portions of it as needed. Important to note that no private information can be accessed by the general public. The system would be self-managed where each alumnus could access their own personal information and make edits, an updated address for instance.**

- Ability to register attendees for reunion events, including choices such as meals, individual events. Ability to accept registration payments. Ability to track registrations.
 - Ability to collect donations to either association or foundation. **Once the gateway is set up the system could accept credit card payment.**
 - Ability to collect membership dues and generate auto renewal reminders.
 - Ability for scholarship applicants to apply with an online form.
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- Kathy Noce has suggested that we combine the information from our alumni database with the website. Make the alumni directory our system of record and not have duplication. **This was agreed to and an excel file will be exported for back-up; maintained by Marcia Pilkiewicz.**
 - Since we do not have access to our current website, we need to wait until Oct 1 to gain access to alliancecollege.com when the domain name expires. We can then purchase the domain name. Until that point, we would purchase alliancecollege.biz domain name and launch our site. After Oct 1, both domain names will lead to our site. The association will need to issue payment for these two transactions. The costs are minimal, less than \$25 per year for each domain name. **This was agreed to. Mike Anderson will forward instructions for establishing new domain to Ed Mohylowski. Suggest getting this done ASAP. Kathy Noce and Sam Andrew will assist Ed with making purchase.**
 - Sam will provide instructional documents and videos on how to update the website content; and he is willing to work with anyone who needs additional support. **Suggest a call with stakeholders once Sam Andrews provides instructions.**
 - Sam will be graduating on August 15. Kathy Noce recommended that we pay Sam to support our website directly. In the meeting, Sam Andrew expressed a willingness to contract with us. As background, we were paying Chet Fedorowicz \$800 per year. **We agreed to pay Sam Andrews \$500 for his work in creating new site. Will propose annual \$800 annual support fee moving forward.**
 - The board will need to establish a governance structure. We discussed a website administrator to be the ongoing contact with Partnership Erie. Randy Polovick has volunteered for this role. **Thank you Randy. We agreed it is imperative we have at least one back-up administrator so that administrative access to the website is not compromised.**
 - Kathy Noce recommended that we establish a generic Gmail account for our organization. Gmail gives us access to a google drive which we can utilize for storage. alliancecollegetreasurer@gmail.com currently exists. **This allows access for multiple people to have access.**
 - The recommendation is that the content on the website should be maintained by the individuals who are closest to the information.
 - For example, the vice president (Jim) would maintain the reunion event registration information. The secretary (Susia) will maintain meeting minutes on the website. The treasurer (Ed) would maintain and coordinate the registration payments, membership dues, donations, etc. **Content owners should start to become familiar with their respective pages to maintain. See above re: tutorial once instructions are established.**
 - Content for the foundation page would be maintained by the officers of the foundation.

- Kathy Noce recommended that we compile a branding guide with logo, colors, and font instructions. **Aundrea Cika-Heschmeyer to help here (for a fee). More discussion on the specifics of an agreement to be held.**

Next Steps:

- Launch the new website as soon as possible utilizing the new domain name and purchase the old domain name when it becomes available Oct 1. **Need the new domain name first! Did not determine who will be responsible to purchase www.alliancecollege.com on October 1. This needs to be decided ASAP**
- Official website introduction and debut to alumni at the meeting in October.

Insurance for ACAA

Ed Mohylowski obtained two separate quotes for Directors and Officers (D & O) insurance and for General Liability Insurance. In both cases the insurance, coincidentally, is provided by the United States Liability Insurance Company.

1. One quote is from a firm in New Jersey, M.L. Cutler & Company, with which the Victorian Society in America New York Chapter has had coverage for more than 20 years.

Their quotes are:

Businessowners (General Liability) \$395 per year
 Management Liability
 Directors and Officers Liability \$475
 Employment Practices Liability \$156
 Commercial Umbrella Coverage \$355
 Total: \$1,381

2. The other quote came from the Platt Insurance Group in Warren, Ohio, a firm which Aundrea Cika-Heschmeyer recommended.

Their quotes are:

Businessowners (General Liability) \$395 per year
 Management Liability
 Directors and Officers Liability \$475
 Employment Practices Liability \$187
 Commercial Umbrella Coverage 0
 Total: \$1,057

Kristy at Platt said that given our size and level of activity, we do not need the umbrella policy.

Ed Mohylowski reported that his conversations with Platt Insurance Group were professional and individualized to our organizations needs.

Marcia Pilkiewicz motioned to purchase the insurance through Platt Insurance and a second was by Sally Day. Motion carried. Ed Mohylowski will pursue the purchase of the Platt Insurance policy.

Poland Trip Update

There are 21 confirmed travelers. Sally Day agreed to send a note to Basia Adams asking for PAT Tours to send documentation that ACAA is an additional insured party for the Poland trip.

Annual Membership Meeting

Suggested date of October 14, or Oct 21 at 11am. Mike Anderson will confirm a date and announce.

Next meeting

Next meeting to be scheduled.

Motion to close the meeting by Sally Day and seconded by Lou Sitnik. All in favor.